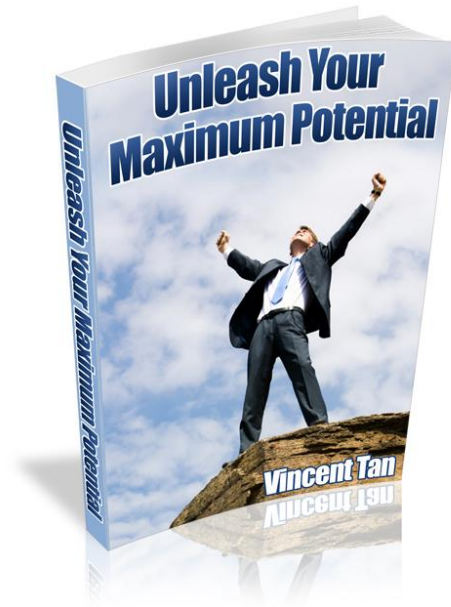


Unleash Your Maximum Potential

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Vincent Tan
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Unleash Your Maximum Potential

You have the choice to succeed in life

By Vincent

www.HealthMoneySuccess.com

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About the Author



Who is Vincent?

Vincent is the author of HealthMoneySuccess.com and he writes on the subject of personal development. He is based in Singapore and he loves to read books on topics ranging from health, fitness, investing, personal finance and personal development. He reads voraciously as he believes the books contain great knowledge which he can learn and apply in life.

HealthMoneySuccess.com

HealthMoneySuccess.com was set up by Vincent in 29th August 2008. He wanted to share his learnings with others to help them achieve more in their life so he decided to use HealthMoneySuccess.com as the platform for sharing. He believes that everyone has the potential to be healthy, rich and successful and that is how he came out with the name of the blog.

His Mission

Vincent's mission is to stop others from sleepwalking their life away and help them to achieve what they really want in their life. He believes everyone should live with their own terms and live free. He believe that everyone have hidden potential and he aims to help them unleash their maximum potential so that they can achieve their any goals that they have and live the life they want.

If you would like to stay in contact with Vincent, please consider:

- Subscribing to HealthMoneySuccess.com ([RSS feeds](#) | [Email updates](#))
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Table of Contents

About the Author	3
Table of Contents.....	4
Introduction	5
Chapter 1: Your Beliefs Can Make Or Break You	6
Chapter 2: Take Control Of Your Life Now	14
Chapter 3: Your Obstacle To Your Maximum Potential – Fear	18
Chapter 3: Discover The Power Of Goals and Action Plan	21
Chapter 4: Focus On Your Big Rocks First	27
Chapter 5: Failure – Your Best Mentor Or Your Foe?	30
Chapter 6: Short Cut To Success	32
Chapter 7: Taking Action	35
Chapter 8: Create Your Own Destiny.....	38
Resources.....	40

Introduction

There are too many people who want to make improvement to their life and they do not know how or where to start. This book serves as a starting point where you can pick up self improvement skills to aid you in your personal development journey.

This book is suitable for anyone who wants to be more successful in life. If you are someone who wants to learn more about the success strategies that you can use to help you move towards your goals, then this book is meant for you.

I truly hope that you can gain additional knowledge or be inspired from this book and use the new knowledge that you had gathered to help you move closer to your goals. There are also exercises in each chapter and do try them. Knowledge without action is useless. So read, note down the points that you are interested and do the exercises at the end of the chapters. Go find somewhere comfortable and start reading now.

Cheers,

Vincent

“It does not matter how slowly you go as long as you do not stop”

Confucius

Chapter 1: Your Beliefs Can Make Or Break You

In order to achieve success in your life, you will first need to have positive beliefs in yourself. Your beliefs are important because they determine your ability. Your beliefs can basically make or break you.

Beliefs are the commander of your brain and when you think that something is true, your beliefs will command the brain to look for facts that support your beliefs.

“They can because they think they can.”

Virgil.

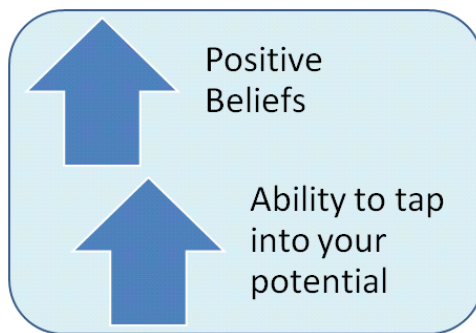
That is to say that if you believe that you can be successful in life, be it being happy, wealthy or healthy, you have already won half the battle. Your brain will search for the facts and help you to take massive action that will reach the level of expectation that you have.

This shows that your beliefs are one of the most powerful forces that you can use to give birth to your excellence. I have seen people who are empowered by their own positive beliefs and overcame great obstacles to succeed. Your beliefs can help you to tap into your potential lying deep in you and use them to reach your desired goals.

I had written an [article previously on Nick Vujicic](#) and you will see that he is a good example for someone with great positive beliefs. He believes that he can overcome his physical disability and God will definitely be beside him to help him. He also believes that God will want him to use his story to inspire thousands and millions of people (he did it!) and it is this belief that helps him to break all the walls that are obstructing him and get him to where he is today.

Negative Beliefs Can Limit Your Ability

Are you using beliefs to your advantage? Have you heard of the placebo effect of drugs? It is the improvement in health but the improvement is not attributable to any medical treatments or drugs. Research had shown people recovered miraculously when doctors gave them drugs that were stated to help them improve their condition but the drugs that were administered were actually of no medicinal properties. This is the placebo effect and this shows that the patient's strong belief that the drugs will cure them actually help them in their self recovery. How strong beliefs can be!



What if you are using negative beliefs in your life? What if you are thinking that you can't be as good as your colleagues and you are always late. Do these beliefs help you?

Positive beliefs can help us to achieve more in life but if you have negative beliefs in yourself instead, most likely your growth will be limited. As you can see in the diagram on the left, the level of positive beliefs and the ability to tap into your potential is directly proportionate to each other.

This means that someone with more positive beliefs in their own abilities will be able to draw out the most potential from themselves compared to someone with negative beliefs in their own abilities.

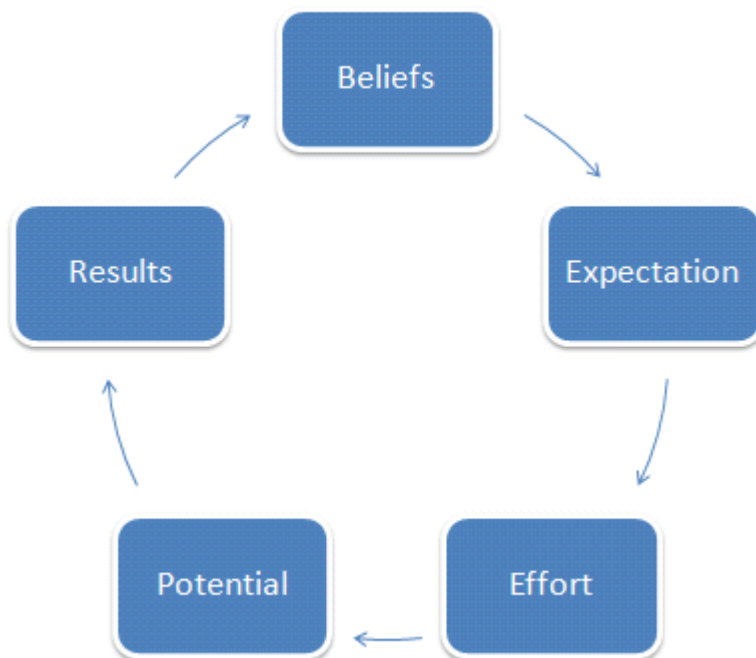
Why Do You Have Negative Beliefs?

Everyone have their own set of beliefs. Our beliefs can be positive or negative and each of our beliefs was formed either through our past experiences, living environments or from people who we are regularly hanging out with. This means that we have the ability to change our negative beliefs into positive ones.

The first step in unleashing your potential is to acknowledge your negative beliefs and replace them with positive ones. Doing this will allow us to tap into our most inner resources to achieve our goals. For example; if you believe that you are good at basketball (positive belief), you will have higher expectation of yourself. So you will practice harder and try harder in order to reach your own expectation and prove you own belief right. But if you have negative belief about yourself as a basketball player, most likely you will skip training and do not train as hard as you should because you think that nothing you do will make yourself a better player.

This is a typical case of someone who has negative belief and cause himself to fall to his level of expectation which limited his potential to achieve. You need to try to do something before you know the result. People with negative beliefs about themselves sometimes gave up even before trying because they are trying to fit into their own negative beliefs.

This diagram clearly shows you the relationship between your beliefs, potential and results that you get in life.



How To Replace Your Negative Beliefs

1. Acknowledge that your beliefs are not 100% true

Our beliefs are not entirely true. You can think that it is difficult to write a book and yet others can write it so easily. So why does the writer think that it is easy to write a book? Because he believes that it writing a book is something normal to him where as others see it as an impossible task. If you were to change your job into being a writer, most probably you will think that writing is easy because you had gained a positive belief that you write for a living, so how can writing be difficult for you?

2. List out the negative beliefs you have about yourself

Write down all the negative beliefs you have about yourself. Think about what are some of the beliefs that limit your potential.

Here are some examples:

1. Earning \$X amount is hard.
2. It is hard to set up a business.
3. I suck at doing _____.

List down your negative beliefs.

My negative beliefs that limited my potential

1.
2.
3.
4.
5.

3. Find out what you are losing out with your negative beliefs

You need to know what you are losing out when you are equipped with those negative beliefs.

Here are some examples:

1. Because I think earning \$X amount is hard, I stay stuck in my current job which is earning me only \$1500 per month.
2. My dream is to run a business and because I think setting up a business is hard, I did not even try to set up a business.
3. I believe that I am lousy in Math. That is why I always skip my lessons and procrastinate on doing my home work. This causes me to fail my test miserably.

List down what you are losing out when you are equipped with your negative beliefs.

What I am losing out

1.
2.
3.
4.
5.

4. Why do you have your negative beliefs?

The next step you will need to take is to find out what are the reasons that caused you to form your negative beliefs. Doing this will allow you to think how

much truth is there in those reasons and what you can do to replace it with positive ones.

Here are some examples:

1. My parents always tell me that money does not grow on tree and earning money is hard. That is why I think that earning money is hard.
2. My friends are always telling me that running a business is hard and some of them had failed in their business venture. This led me to think that running a business is hard.
3. I am slow at counting and I couldn't even memorize the multiplication table. This led me to think that I am lousy in math.

List out the cause that helped created your negative beliefs.

Reasons that cause me to form my negative beliefs.

1.
2.
3.
4.
5.

5. Challenge your reasons that cause your negative beliefs.

After you had listed out the reasons. You will need to challenge it and find ways to break it.

For example:

1. My parents are stuck in jobs that are earning them little money. This may be because they are not adequately financially educated to earn large amount of money. There are people who earn the same amount of money

in a month time of what my parents are earning in a year. This means all I need is to follow their blueprint to earn money easily too.

2. My friends may have failed in their business and this may be because of the poor timing into the market or their lack of skills in running a business. There are successful people who had created new businesses every now and then.
3. I am not putting enough effort in memorizing my multiplication table and that is why I am lousy at it. I am still good at addition and subtraction, this shows that math is not hard at all and with a little bit more effort, I can be excellent in math.

Challenge your reasons that cause you to have your negative beliefs.

1.
2.
3.
4.
5.

6. Replace your negative beliefs with empowering ones and create evidence to support to it.

Now you know that your negative beliefs are not 100% true and they are causing you to limit your potential in achieving your desired results in life. You will need to replace them with empowering beliefs and find the evidence to support it.

You can either read the newspaper or search online to find evidences to support your new empowering beliefs. This is an important step because if your new empowering beliefs do not have any evidences to support it, most probably it will break like a table without any stands to support it.

For example:

Empowering Beliefs	Evidences to support it
1. Earning \$X amount is easy as long as I know the right system to do it.	1. I had searched online and I had found people who earn \$X amount in a weeks time. It is easy and all I need to do is to learn from them how to do it.
2. It is easy to start a business.	2. I read in the news that there are people who are young and started with no money yet they ended up creating a business that generates a million dollars a year. If they can do it, why can't I?
3. I am good in maths.	3. I am particularly good at counting money. This shows that I am good in maths too.

Your turn:

Empowering Beliefs	Evidences to support it
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

Chapter 2: Take Control Of Your Life Now

*Do not let what you can't do
interfere with what you can do*

~John Wooden

In order to make things happen or to achieve results in your life, you will need to be able to take control of your own life. People who act like victims tend to complain about everything when things do not go their way. They

do not act in a way that shows that they have the power to change things when things do not go in their way. Instead they just keep whining about it and this cause them to be powerless about the situation.

Every day you will have plenty of chances to choose whether you want to act like a victim or be proactive and take control of your life. In any day people cuts your queue, you flunked your exams, your mum complains about your untidiness, your boss cuts your pay or they may even fire you from your job. You can choose what you want to do about it and you can choose to play like a victim or take control of the situation and do something about it.

When you truly decide that you want to take control of your life now, you will find that you can actually resolve most of the problems that you faced. Most of the problems you faced can be resolved if it is not life threatening. If you flunk your exams, you can learn from people who had succeeded and try again next year. Or if you are fired from your job, you can take some time to upgrade your skills or you may even give up about the idea of having a job and start a business that you really want to have since you are young. All these problems can be resolved easily compared to life threatening scenarios such as being diagnosed with a terminal disease.

When you take control of your life, you decide that you are responsible for your actions and results. If you receive any circumstances that you do not like, you will

take control of the situation and take necessary action to change it instead of whining about it. Complaining and whining about situation that you don't like will not make anything better, but taking control and finding solutions to the problem will help to improve your current situation.

Take Note Of Your Language

There is a great difference in language used by people who take control of their life and people who act like victims. People who act like victims usually complain and you can hear them saying:

“If my parents were rich, I will be running a business now.” Which you can translate to, “I am not capable to start a business without the help of others.”

“If my boss favors me, I will be climbing the corporate ladder faster.” Which you can translate to, “I do not have the ability to climb the corporate ladder without the help of my boss.”

People who act like victims also love to use the word “if”. They always think that if something happen to them, then they will achieve positive results. This is not a great way to achieve results in life because the “if” may never happen to you in the first place, let alone the results.

They also tend to transfer their power away from themselves and give it to others. By transferring their power to others, they will be helpless in their situation and they tend to do nothing to improve it. If you want to take control of your life, you have to mind your language and stop using language that transfers power away from you.

Examples:

Language of people who take control of their life.	Language of people who act like victims.
I can't help it.	There is something I can do about it.
He is a jerk that caused me to fail in my business.	What can I learn from this experience to make sure that my business will succeed next time?
I have to	I choose to
The teacher does not give us enough time to complete our assignments.	What can I do to ensure that I have adequate time to complete my assignments? If the timeframe is really too short to complete our assignments, is it possible to ask the teacher for extension of deadline?

You find that people who take control of their life focus on solutions instead of problems. Focusing on problems will not get you anywhere and most likely you will be running around in circles. The only way to solve a problem is to focus on the solution instead of the problem.

Circle of influence.

Do you find yourself constantly thinking about things you cannot control? The fact is there are lots of things that we can't control. We cannot control the weather, the mood of others, where we are born, criticism or who our parents are.

If we are spending time on things that we have no control over, we will be making ourselves miserable and victim-like because we cannot do anything to change it. However what we can control is how we deal or respond with things that we have no power over.

For example, it may be raining but instead of cursing and swearing at the weather that cause you to cancel your football game, why not think of other

indoor activities that you can enjoy? Or instead of blaming your teacher that she can't really teach, find out ways to learn the subject yourself.

What we focus on expands and that is why we need to focus on things that are positive. If we focus on things that are negative, things tend to go down spiral and it just adds on to our misery.

Lesson's activities

- Take note of the reactive languages that you use. Keep count of them and write them down here.

- Stop using reactive languages that transfer power to others. Take responsibility for the situations you encountered.
- Create a note that state that writes: **“I decide how I feel and I take control of my life.”** Paste it somewhere you can see or carry it around in your wallet. Whenever you are going to take the reactive stance, see the note and remind yourself that you are the power and you take control of your own life instead of others.

Chapter 3: Your Obstacle To Your Maximum Potential – Fear

*Fear makes the wolf
bigger than he is*
~ German Proverb

If you want to unleash your maximum potential, you will need to learn how to deal with fear. Fear act as a barrier that limit our potential.

Most people know that running a business will help them to achieve financial independence and it may also be the way to help them leave the job that they hate so much. But why is it only a minority of the people actually took action and went out to start out a business? It is because the majority of the people were paralyzed by fear and failed to take any action.

People are fearful of the unknown or something that is unfamiliar to them. This is part of our human nature. We tend to stick to something that we are familiar with and fear kicks in when we are trying something that is out of our boundary. This is absolutely normal and everyone have their own fears. Even Luciano Pavarotti is fearful of high notes and anyone who is the best in their field have their fair share of fears.

Doing or taking action is critical to our success and fear stops us from doing or taking action. It means that your fear is obstructing your own path to success. Having fear is normal but those who can stand up to their fear and conquer them will remove the barrier that is obstructing them from unleashing their maximum potential and achieve the results they want in life.

How to overcome your fear

1. **Just start doing** – If we spend too much time thinking about doing something, we tend to create negative thoughts in our mind. These negative thoughts will cause us to be afraid and fearful. When we start to

take action, our fear will miraculously disappear. When we look at things at a distance it tends to appear scarier. But if we start taking action and look at things in a closer distance, it doesn't seem as scary anymore.

Always remember, the shadow makes an object appear larger. If you are fearful of doing anything, start taking action so that you can see it in a closer distance and you may find that some things are not as scary as it may seem to be.

2. **Stop clinging on to the illusion of safety** – We always have a circle of comfort around us. Anytime when we want to stroll outside of it, our mind will remind us that it is dangerous outside and fear will start to take over us and cause us to return back to our circle of comfort. The illusion of the safety boundary does not help to protect us. It only appears in our mind. If you fear of doing or learning anything new, you will gradually become obsolete. This is a much more dangerous situation compared to learning new skills that can help you to increase the amount of opportunities you can find.
3. **Reframe your fear** – Fear is created through our interpretation of it. A cockroach is not scary to some but there are others who fear it so much that they would scream and run away from it as if they are escaping away from a lion. If a cockroach is really that scary, why is it that not everyone is afraid of it? Same goes for anything you want to do in your life but failed to do it due to fear. Why are you fearful of talking to strangers while others can do it easily or why are you fearful of being an author while others are publishing a single book every year. This means that your fear is not 100% true and fear is all based through how we interpreted it.

Lesson's activities

- Write down your fears. What are the fears you are facing now that are stopping you from unleashing your maximum potential.

- Be aware of the images that turn out in your head. For example, if you are fearful of starting a business, search for why do you think that it is something that you fear. Are there images of your head that shows you failure and hardship? Replace those images of you succeeding in business and create as much positive images as possible.
- Just go do it. Enough of the thinking, now you should be empowered by your positive thoughts to start doing something that you fear. Remember that F.E.A.R stands for false evidence appearing real and fear is something that you had interpreted it to be. Look for others who are doing what you are fearful and learn from them by talking to them and tell them about your fears. Most likely they will be able to share valuable knowledge to help you take the leap.

Chapter 3: Discover The Power Of Goals and Action Plan

*"Would you tell me, please,
which way I ought to go from
here?"*

*"That depends a good deal on
where you want to get to," said
the Cat.*

*"I don't much care where--"
said Alice.*

*"Then it doesn't matter which
way you go," said the Cat.*

Will you reach your destination faster if you have a set of directions to follow or without? Of course you will reach your destination faster if you have directions to follow and you will seek out a map or something to guide you when you are trying to get to somewhere you have never been before.

However why is it that majority of the people are spending their

time walking aimlessly in life and do not have any set of directions to follow? Without any directions, are they able to get to where they want to be in life?

It isn't possible. It is just like asking you to shoot at a target when there is no target. So what is there to shoot in the first place? Below is an example that shows the difference between people who have goals and people who do not.

=====

Example

In 1953, researchers studying goal setting surveyed the graduating seniors from Yale University on their goals and aspirations for the future. They discovered only 3% of the graduating class had specific, written goals and objectives.

20 years later, when they tracked down the same graduates, the researchers were astounded by the results. They discovered that the same 3% who engaged in goal setting activity and had clearly written goals when they graduated in 1953

were more successful, and worth more in terms of wealth than the other 97% put together. The same 3% also tend to have better health and relationships than the other 97%.

The 3% of the people are worth more in terms of wealth compared to the other 97% put together. There is a great difference in results between people who had set goals and people who had not. The above example clearly illustrated that those who had set specific goals that they can set their sights on will achieve much better results in life.

Setting specific goals will give us a long term direction for us to work towards to. This means that we will be able to prioritize our activities in order to reach our goals. This may mean giving up things such as the TV shows or chilling with your friends and instead complete tasks that will help to bring us a step closer to our goals. When we do not have our goals to guide us, we will focus on short things that give us instant gratification which results in us not making full use of our time.

When we do not know where to go in life, life will push us to any places it seems fit. Those places may not be where we want to be. So if you decide that you want to unleash your maximum potential and end up where you decide to be instead of letting life decide for you, start setting your goals to provide you the direction you need now.

How to set goals

Know what you want

I believe there will be people who are not sure of what they really want in life. It may not be you do not know what you really want, instead it may be because your creativity is stifled by past experiences that cause you to stop dreaming about what you want. Your parents or friends may have told you to stop day

dreaming or your past failures act as obstacles in your mind to stop you from dreaming about what you really want to achieve.

There will also be people who set goals that are socially conditioned. Socially conditioned goals are goals that you do not really want but you set them because it seems right to do so by society standards. If you are chasing goals that you do not really want, the chances of failing to achieve it is much higher because of the lack of motivation to take consistent action.

You need to seat down and spend some time on thinking about the goals you want. Think about things that you are truly passionate about and you want to achieve it. Things that can make you excited and happy. It can be earning a million dollars, running a business or being a musician. One good rule of thumb is to ask yourself the question, “**What if I cannot fail at anything? What will I want to do?**” This question will help you to generate so many ideas that you may need to filter some of them out.

Be specific about your goals

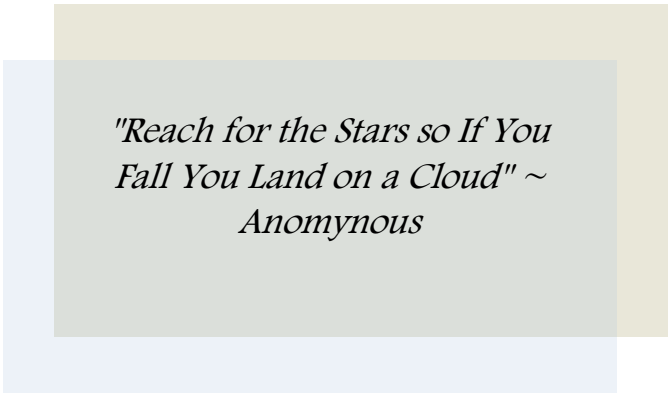
Goals that are not specific are just like maps that are blurred. It will not be clear enough for you to focus your effort in it. A goal that is not specific will be “I want to be healthy”. Instead, a goal such as losing X lbs in a month and have a vegetarian diet for 5 days a week will be examples of goals that are specific. Give your goal a time frame to help create a sense of urgency to get it done.

Make your goals challenging.

If your goals are not challenging enough for you, you will not stretch yourself to achieve it. If you set goals that are able to stretch you, you will dig deep into your potential to get whatever resources that you need to help you achieve it. Some people want to avoid failure and they will set goals that are too easy to achieve. Doing this equals to cheating yourself. If you are cheating yourself, your own results will be sabotaged.

Have the habit of thinking big. Thinking big helps you to achieve more. If currently you are currently earning \$3000 per month, do not set goals to earn an additional \$100 per month.

Instead set goals such as doubling your income. This will force you to think harder to create strategies to help you achieve your goals. Setting bigger goals can also help to get you excited and when you are excited, you tend to take more action.



"Reach for the Stars so If You Fall You Land on a Cloud" ~ Anomynous

Action Plan

Once you had set your goal, it is time to break them out and brainstorm for strategies to achieve it. One of the reasons why people fail to achieve their goals is because they do not have the appropriate strategies to help them achieve it. Many people do not brain storm for strategies and create an action plan and this cause them to lose their focus which will result in failure. When you have all the right strategies and an action plan to follow, all you need to do is to follow what your plan and this will greatly increase your chance of achieving your goals.

For example, my goal is to build up a successful blog with at least 1000 readers per day. So the first thing I need to do is to brain storm and scour through books and online information to find ways (strategies) to attract readers/traffic. The next step is to lay out those strategies into a plan where I need to follow daily in order to achieve my results.

Example: Property agent

Goal: To earn at least \$10,000 a month.

Fact finding:

- One average converted customer will earn him \$1,000.

- 10 cases per month are required to earn \$10,000
- Conversion rate around 10%
- Number of customers he needs to meet up will be 100 per month. (10 / 10%)
- He will need to meet at least 3.3 customers per day. (100 / 30 days)

Strategies & Action Plan:

- Set up road shows to gain more exposure to gain customers.
- Make cold calls daily.
- Set up website to gain customers online.

The aim of the strategies will be to ensure that you will be able to meet 3 customers and bring them for apartment viewing per day. With the fact finding you are actually working on your goals backwards. You find out what is required of you to achieve it and it creates a plan to ensure that it will happen.

Lesson's activities

- Read this article to learn more about goal setting: [The Ultimate Goal Setting Guide: The Last Goal Setting Guide You Ever Need](#)
- Brainstorm about your goals. Think about things that you truly want to achieve. Most of the people set goals that are fancy looking but deep down in them they do not want it. If you don't care about being a millionaire, then don't set a goal about being a millionaire because others are doing so. If you set goals that are not what you want, then there is a high possibility that you will not achieve it.

- I recommend you to set 3 goals or lesser. Nothing more than that. Too many goals mean that you will be overwhelmed and may give up half way through.
- Write down your goals on a piece of paper and paste it somewhere you can see it daily. Most of us don't achieve our goals for one reason, we forget about it! I paste my goals right in front of my work desk so that I can see it every day to remind myself that I have something to work for.
- Create your action plan. Like what I had said earlier, a goal written down is still not enough for you to achieve it because you do not know what you will need to do to achieve it. Think about what you will need to do to achieve your goals and create an action plan that you can follow.

Chapter 4: Focus On Your Big Rocks First

*You must remain focused on
your journey to greatness.*

~Les Brown

One of the reasons why people fail to achieve their goals is they are not focusing on the right things that will help to move them one step closer to their goals.

We only have a limited amount of energy and attention span. If we are to spend it on things that don't matter, we will not have enough energy to focus on things that truly matter.

A great example will be trying to fill up a jar with rocks, pebbles, sand and water. The best way to squeeze everything into the jar is to put in the rocks first, followed by pebbles, sand and lastly water. This is the way to put more of everything into the jar.

However if you were to do it the other way round, you find out that you are not able to squeeze in the big rocks in the end. The big rocks stand for the important tasks that you need to complete and spending your energy on unimportant tasks (pebbles, water and sand) robs you of the space (your energy) to fit in the big rocks.

So for you to achieve more in life, you will need to know what are your most important tasks everyday and do focus on completing them first.

In the previous chapter, we mentioned about goals setting. Our goals act as a target for us to aim and we had also created action plan to help us know what we know need to do daily in order to get us nearer to our goals. Those tasks in your action plan are what your big rocks. You must be committed to complete them daily and not think of them as something that you may or may not do.

How to have more time for your big rocks?

There will always be distractions and interruptions that can intrude the time you want to spend doing your important tasks. It may be phone calls, instant messenger, emails or anything that appears urgent at the moment you want to start doing your important tasks. You need to be able to deal with those distractions or you will lose valuable time completing tasks that are of insignificant values.

Complete one of your most important tasks in the morning.

The morning is one of the best time for working because it is a time when there are minimal distractions or interruptions. Completing your one important task every morning also means that you are constantly taking the required action to achieve your goals. Try to wake up an hour earlier and use that hour or 30 minutes to work on your important task. As days goes by, you will be surprised by the amount of things you get completed by just working an hour on the right task every morning.

Learn to say no

The biggest mistakes we can make in time management is to say yes to everything. Doing this will cause us to be overwhelmed by work. Saying no to more things and trying to simplify our life will ensure that we will have more energy to help us deal with things that truly matter.

Some scenarios that may happen when you fail to say no at the appropriate time.

- Chatting on the phone about gossips for hours just because you can't say no to your friend.
- Taking on additional work from your boss when you are already suffering from work overload.

- Hanging out with your friends when you should be working on your important tasks.

We do not need to say no to things that don't matter every time. We still need some leisure time for enjoyment but always remember to complete your important tasks for the day before you go off to enjoy your other activities.

If you find it hard to say no when you really should, remember that the failure to say no will cause you to lose time, energy and also cause stress to you due to being overwhelmed by work.

Saying no will help to minimize the things to do and this is the best way to help you conserve energy and allow you to have more time to do things that truly matters.

Lesson's activities

- Start doing something important for every morning for 30 days. You will need to do enough of this to keep it a habit. You may say you do not have time to do this and this is a misconception. People are not time challenged, they are priority challenged. You can always choose to wake up 30 minutes earlier so that you can spend 30 minutes to work on something that is important.
- If you are attending 3 – 4 outings a week that are of low importance. Try saying no to one it and use that time on things that matter instead. Keep building up the habit of saying no and you will build up the habit of protecting your own time.
- Additional Resource: [How To Stay Focused And Achieve Great Results](#)

Chapter 5: Failure – Your Best Mentor Or Your Foe?

*Failure is success if we
learn from it*

~ Malcolm Forbes

Our current school education system teaches us that failure is not acceptable. For every mistake that we made, we are punished by deduction of marks or even fail our exams. This system teaches us that we should not make any mistakes

and any failure is not acceptable. This ultimately cause us to fear to take any action because we do not want to fail.

However in real life, this education system does not help us to unleash our full potential as it stops us from taking action due to the fear of failure. If someone is so fearful of failure that they wanted to be perfect in everything they do, they tend to take less action. Taking less action means they are not achieving as much as they should.

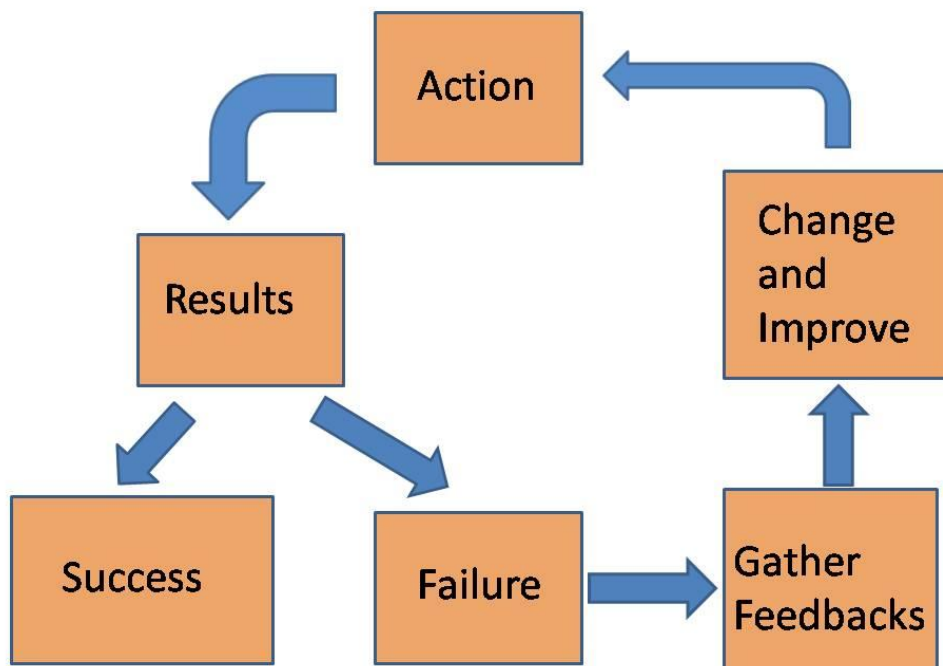
Take a look around you and learn more about the successful people around you. They normally don't succeed in their first try and they will have their fair share of failures but one thing for sure is they always take massive action and keep on trying even though they know there are chances that they may fail. But they know that each failure they encounter will let them gather more feedbacks to change their action and get a different set of results. Doing this repeatedly will definitely help them to reach their desired results they want – success.

How to overcome your [fear of failing](#)

Fear of failing may be due to past negative experiences , our growing environments or it may even due to our school education system. But if you truly want to unleash your potential and get what you desired in life, you will need to get rid of your fear and start expanding your comfort zone.

If you see failure as something undesired, you will definitely avoid it by not taking action. Nobody would like to do something that is unpleasant and that is just how our mind works. However if you view it as a stepping stone to help you move to the next level, you tend to be more adventurous and open to any results you will receive.

View failures as feedbacks that provide valuable information on what you are doing right and what you are doing wrong. You can then use those information you had gathered to improve on your results. Once you see failure as a feedback, you will start to look forward to taking more action and failing don't affect you as much as before because you look forward to gather more feedbacks until you achieve your desired results.



Chapter 6: Short Cut To Success

*If you want to be successful,
find someone who has
achieved the results you want
and copy what they do and
you'll achieve the same results
~ Anthony Robbins*

Is there really a short cut to success? Yes, there is and I am about to show you how you to do it. Imagine you are dropped into a middle of a huge jungle, how much confident do you have to get out of the jungle? I believe many do not have the confident to get out of it safely.

Trying to get out of the jungle when you do not have any experience can be difficult but what if you can follow same path of someone who had got out of the jungle? Do you have much more confidence to get out of the jungle just by following the path of someone who had done it before? Yes! Of course!

In our life, it is the same as the analogy above. Trying to be successful in terms of health, fame or wealth can be difficult or time consuming if we are trying to do it ourselves without leveraging on others experience and expertise. Of course we can try to achieve success by a new path of our own but this is not the best method because you tend to spend more time, effort and meet more failures along the way.

What we want is to get our desired results using the least amount of time and the best way to do it is to **follow the steps of someone who had achieved what you want to achieve.**

If we want to get to a desired location, all we need is to follow the foot print of someone who had been to that location. It is the same for success, if you want to get a similar success of someone; all you need to do is to follow what the steps they did to get the same results.

By using this method, you can use the least amount of time, effort and also able to anticipate failures and deal with them faster along the way.

In order to leverage on others experience, you will need to be able to seek out these successful people that you want to emulate and request them to be your mentors. It may be getting them to guide you for free but most of the time monetary rewards are required to get them to coach you as a mentor.

You can also either buy books or go to your local library to borrow books of these successful people and try to figure out what are their beliefs and what specific action did they take to achieve their level of success. For example, if you want to be good in investing, you should learn from Warren Buffett who is considered one of the world best investor and if you want to learn how to succeed in real estate, probably Donald Trump is someone you can learn from.

Autobiographies are also a good source of information where you can pick up valuable experience and knowledge from their brain. Adopt their mental beliefs and observe what they do and follow what they did and most likely you will achieve results. If you are not happy with the results, you can always refer back to the chapter on failure. Find feedbacks, make improvement and take necessary action to get your desired results. The successful people that you want to emulate had already taken the tried and proven method to achieve their level of success and all you need now is to find ways to acquire the blueprint and start following it religiously and you are almost guaranteed to achieve success.

Lesson's activities

- Think about what you want to become in the future and who had already succeeded in that field.

- Once you know who you want to learn from, go out there and pick up their books, blogs or anything that you can get your hands on. Study those materials and learn about their mindset and what they did to achieve where they are today.

- If possible, get them as mentor or someone who are capable in that field to be your mentor. A mentor is really important and they really help to cut short the learning time to help you achieve results faster.

Chapter 7: Taking Action

Knowing is not enough; we must apply. Willing is not enough; we must do. ~ Johann von Goethe

You now have your goals, action plan and mentors. You have almost nearly all the resources to succeed and it is time for the finishing touch. What you need to do now is to take action. There are people who are always motivated to set goals but when it

is time to take action, they falter and therefore did not achieve their goals.

You can gain all the knowledge you want but if you do not take any action it is just like having a spear in a fight but not using it. There is a saying, “knowledge is power” but I think that a more accurate way to say this is knowledge with action is power.

What you will need to do

1. **Follow through your action plan daily** – In chapter 3, we talked about setting goals and creating action plan. Ensure that you do not have too much on your to do list. I recommend you to keep your important task (big rocks) to a maximum of 3 only. This will ensure that you will not be overwhelmed by the amount of work to do.
2. **Focus on starting** – Most people fail to execute their plan because they always think about completing and the thoughts of completing can be overwhelming. When you feel overwhelmed, you will then tend to procrastinate. In order to solve this problem, the best way is to just focus on starting. Keep asking yourself when you can start and how long you will stay at the task (30 minutes to an hour and a half) instead of thinking

when you will complete it. As long as you start, completing will take care of itself.

3. **Remove distractions** – When you are working on your tasks, get zoned and eliminate any possible distractions and interruptions. This is important because every time when we are distracted or interrupted, we will need to spend additional time to get back our focus. This means that we are getting low quality time to do our important tasks and also spending a longer amount of time at our task at hand which is not a very productive thing to do.
4. **Reward yourself** – Let your reward works for you. If you complete 30 minutes to an hour of task, then stop and take a break doing what you love. It may be playing games or watching videos but do keep check of the time you spend enjoying your rewards. If you did an hour of work, reward yourself with an hour of play. Balance your time of playing and working and it can help to motivates for your future work. Only reward yourself when you had done 30 minutes to an hour of uninterrupted
5. **Work in tiny chunk** – You are going to get overwhelmed by work if you think that you need to complete a huge chunk of work. You can make it “look better” to you by breaking your work into smaller chunks. For example, instead of thinking of completing a book, think about writing a paragraph each day. It isn’t difficult to write a paragraph each day compared to writing a whole chunk of book.

Lesson’s activities

- Think on paper. Create a list of to do list in advance for everyday. Go through it and apply the 80/20 principle to find out what are the tasks that requires only 20% of your effort to get 80% of the results. ([Read this article](#) for more information on the 80/20 principle)

- Do not create too much tasks for yourself. Do 3 most important things every day.
- Take action and commit yourself to complete 3 of those tasks every day. If you have problem execute it, try to slice the tasks into smaller pieces and do a little bit of it every single day. Focus on starting and completing will take care of itself.
- Reward yourself when tasks are completed. Go do something that you enjoy such as brisk walking, watching the television program for half an hour or whatever that interest you. You need to reward yourself for something that you had done so that you will ensure that you will be motivated for your next challenge.

Chapter 8: Create Your Own Destiny

*It's choice - not chance – that
determines your destiny.*

Jean Nidetch

Each of us have different destiny and we can choose to design it ourselves or let others do it for us. For people who are too lazy to design their own destiny, they tend to end up in places where they do not want to be. But for people who

actually bothered to design their own destiny, they usually end up where they want to be.

I believe nobody wants their destiny to be designed by others and you proved it when you pick up this book. Congratulations to you! By picking up this book and reading it to the end means that you are willing to learn and spend time to unleash your maximum potential so that you can reach for higher places where you want to be.

There are many people who had read dozen of books but they do not have many results to boast of because they do not take any action. I truly wish you can attain the success you truly deserve but nothing is going to happen if you do not take any action to apply the knowledge you had acquired.

Go print out some of the exercises pages here and highlight the points that you like and start working on improving yourself bit by bit for everyday. Personal development is a journey and you have to start somewhere, so why not start now and work towards your success.

If you need any help, feel free to drop me a [mail](#), send me a [Tweet](#), comment on my [blog](#) or connect with me on [Facebook](#). I look forward to hearing from you and I will talk to you soon.

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Signing off

Vincent

Additional Resources

Blog articles that I had written that you may find it helpful

- [How to eliminate mediocrity from your life](#)
- [10 tips for blasting away procrastination](#)
- [Lessons on overcoming fear](#)
- [Are you reading enough?](#)
- [How close are you to be a millionaire?](#)
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